

How to Become a Provider

Overview of New Provider Application Process

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WELCOME!

Our Department is committed to quality services and supports for persons with intellectual and developmental disabilities. Qualified and credentialed providers are essential partners in accomplishing our goal of delivering quality services. Below you will find the listing of information specifically related to being a provider in our system and instructions for completing the application.

Thank you for your interest in supporting all Tennesseans with intellectual and developmental disabilities to live fulfilling and rewarding lives.

Effective February 1, 2014,

- DIDD implemented the New Provider Application Policy (policy 80.1.1).
- You can review this policy and many others anytime at: <http://tn.gov/didd/article/policies-procedures>
- All DIDD Provider Applications can be found on our simplified and improved website: <http://tn.gov/didd/topic/how-to-become-a-provider>

For any questions or other inquiries, please contact: DIDDProvider.Application@tn.gov or call (615) 532-6530.

Applicant Forum

- DIDD provides Applicant Forums twice a year. Applicant Forums are interactive, informational sessions held prior to the beginning of each recruitment cycle. The Forums allow an opportunity for applicants to discuss the application process and provider qualifications. We recommend that you attend an Applicant Forum prior to submitting the New Provider Application. A list of dates and places for the Forums are listed on our web site. Attending the Forum is not mandatory, however it may be helpful to applicants seeking information about DIDD and for clarification about the process for submitting a DIDD New Provider Application.
- The Applicant Forum Presentation is available online: <http://tn.gov/didd/topic/how-to-become-a-provider>

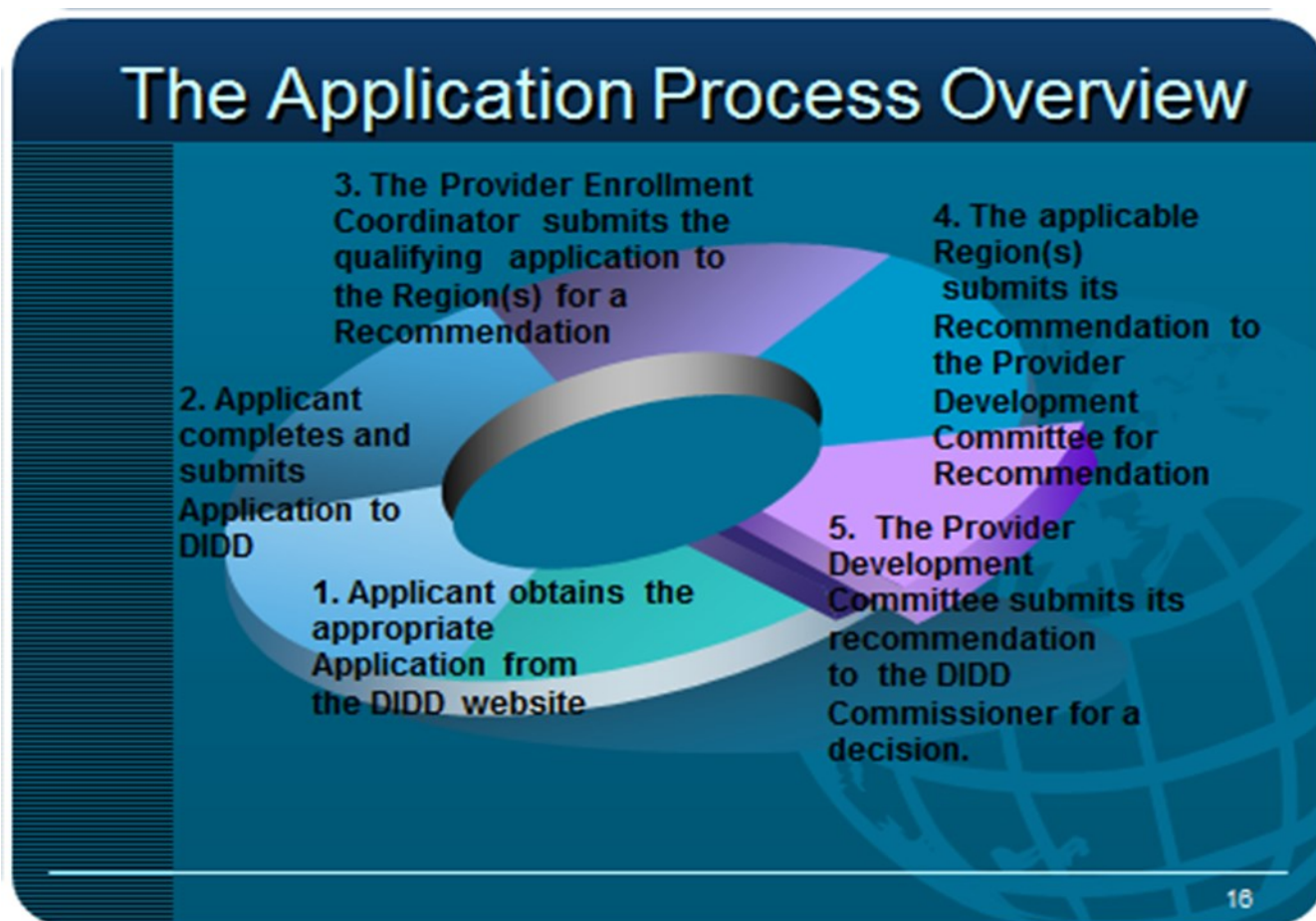
Document Updates/Revisions

- Document updated to new branding standards, links to resources/policies updated and corrected. ~ November, 2015



THE APPLICATION PROCESS

The following information explains the New Provider Application Process, DIDD available services, Open and Targeted Enrollment, and links to the DIDD New Provider Applications.



For more detailed information on the application process, please read the Department of Intellectual and Developmental Disabilities policy titled [New Provider Application Policy \(80.1.1\)](#).



OPEN ENROLLMENT FOR LONG TERM SERVICES

The Long Term Application (LTA) shall apply to the following services:

Community-Based Day	Personal Assistance
Supported Employment	In-Home Day
Respite	Behavioral Respite
Intensive Behavior Residential (IBRS) *	Personal Assistance
Medical Residential	Supported Living
Residential Habilitation	Family Model Residential Support
Semi Independent Living	Support Coordination
Individual Transportation for Respite	
*See IBRS Requirements	

OPEN ENROLLMENT FOR LONG TERM SERVICES

The Open Enrollment period for Long Term Services occurs twice per year.

Open Enrollment Periods for 2015

- March 1st - March 31st
- September 1st - September 30th

Open Enrollment Periods for 2016

- TBA

* The Supported Employment Service, is located on the Long Term Service Application. Applicants may apply for the Supported Employment Service during Targeted Enrollment.



OPEN ENROLLMENT FOR LONG TERM SERVICES (TIMELINE)

Below you will find a timeline/order of events for Open Enrollment.

Application Timeline for March Applications	Application Timeline for September Applications
<p>February: An Applicant Forum for potential providers is held in each region.</p> <p>March 1st: DIDD begins accepting the New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (Part 1)</p> <p>March 31st: Last day to accept Part 1 of the application.</p> <p>April 1st: DIDD begins the notification process to either Approve, Deny or Reject Incomplete Part 1 applications.</p> <p>May: Upon approval of the New Provider Initial Screening Questionnaire (Part 1) the applicants shall be invited to the New Provider Pre-Application activity, which is mandatory.</p> <p>May 30th: Last day to submit the New Provider Application (Part 2) for Long Term Services and for the New Provider Application for Support Coordination (Part 2).</p> <p>June - July: Applications are processed.</p> <p>July - August: DIDD begins notifying applicants whether they have been approved or denied.</p>	<p>August: An Applicant Forum for potential providers is held in each region.</p> <p>September 1st: DIDD begins accepting the New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (Part 1)</p> <p>September 30th: Last day to accept Part 1 of the application.</p> <p>October 1st: DIDD begins the notification process to either Approve, Deny or Reject Incomplete Part 1 applications.</p> <p>November: Upon approval of the New Provider Initial Screening Questionnaire (Part 1) the applicants shall be invited to the New Provider Pre-Application activity, which is mandatory.</p> <p>November 30th: Last day to submit the New Provider Application (Part 2) for Long Term Services and for the New Provider Application for Support Coordination (Part 2).</p> <p>December - January: Applications are processed.</p> <p>January - February: DIDD begins notifying applicants whether they have been approved or denied.</p>

New Provider Orientation: The chief executive officer/executive director or board chairperson to attend within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD.



NEW PROVIDER APPLICATIONS FOR LONG TERM SERVICES (PART 1 & PART 2)

- New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (Part 1)
 - W-9- must be submitted with application
 - Disclosure Form for Provider Person or Entity- must be submitted with application
- New Provider Application for Long Term Services (Part 2)
 - Information for Intensive Behavioral Residential Services (IBRS)
 - Available Service Rates
- New Provider Application for Support Coordination (Part 2)
 - Available Service Rates

Completed applications must be typed, signed, scanned and send in PDF form to DIDDProvider.Application@tn.gov.

If you have questions or need additional information after you have read through the policy, you may contact Office of Provider Development at: DIDDProvider.Application@tn.gov or by calling (615) 532-6530.



CLINICAL & ANCILLARY SERVICES DENTAL SERVICES AND/OR ANESTHESIA

The Clinical and Ancillary Application shall apply to the following services:

Behavior Analyst	Nursing
Behavior Specialist	Nutrition
Environmental Accessibility Modifications	Occupational Therapy Assistive Technology*
Individual Transportation (with O&M only)	Occupational Therapy (OT)
Orientation and Mobility (O&M)	Speech Hearing and Language Services (SLH)
Personal Emergency Response System	Physical Therapy (PT)
Physical Therapy Assistive Technology*	Speech Hearing and Language Services Assistive Technology*
Specialized Medical Equipment/Supplies and Assistive Technology*	

*Requires special approval for individuals/agencies with advance skills/experience with assessment and intervention of Assistive Technology Devices.

TARGETED ENROLLMENT FOR CLINICAL & ANCILLARY SERVICES, DENTAL SERVICES AND/OR ANESTHESIA

Targeted Enrollment is a designated period of time, determined by DIDD, during which DIDD seeks to enroll providers of specific services.

Application Timeline for **Targeted Enrollment**

Applications **can be submitted anytime** throughout the year.

Targeted Enrollment is open for:

- Clinical & Ancillary Services
- Dental Services and/or Anesthesia
- Supported Employment Service



NEW PROVIDER APPLICATIONS

FOR CLINICAL & ANCILLARY SERVICES, DENTAL SERVICES AND/OR ANESTHESIA

- Provider Application for Clinical and Ancillary Services
 - W-9- must be submitted with application
 - Disclosure Form for Provider Person or Entities - must be submitted with application
 - Information for Behavior Analyst and Behavior Specialist Services
 - Information for Environmental Accessibility Modifications Services
 - Information for Nutrition and Orientation and Mobility Services
 - Information for Nursing Services
 - Information for Occupational Therapy, Physical Therapy and Speech Language and Hearing Services
 - Information for Specialized Medical Equipment and Supplies and Assistive Technology Services
- Credentialing Application for Dental Services and/or Anesthesia
 - W-9- must be submitted with application
 - Disclosure Form for Provider Person or Entities- must be submitted with application
 - Information for Dental Services and/or Anesthesia Service

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